

Ott 2, 81
DoD 4525.6-H

APPENDIX A--DISTRIBUTION , POUCHING, AND LABELING OF MILITARY MAIL

1. Prepare letter/flat bundles giving sortation preference as follows:
 - a. FIRM DIRECTS . Ten or more letters or flats generated for an individual firm warrant preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Use the Blue "F" pressure-sensitive label to indicate the content is a firm direct.
 - b. DIRECTS . Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Use the Red "D" pressure-sensitive label to indicate the content is a five-digit ZIP code direct.
 - c. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Use the Yellow "C" pressure-sensitive label to indicate content is a mixed city letter bundle.
 - d. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing specific three-digit ZIP codes warrant preparation of an ADC bundle. Use the black "A" pressure-sensitive label to indicate content is an ADC letter bundle.
 - e. STATE . Prepare state letter or flat bundles after all efforts to make up mail in accordance with a through d, above, have been accomplished.
 - (1) Distribute in accordance with the first three digits of the ZIP code regardless of the state address shown on' the envelope. The three-digit designation; within a state and by state, is shown in Table 3: Establish letter cases in numerical sequence separations using the three-digit ZIP code. Begin



the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS , DIRECTS, AND MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

(2) The sorting slot has "Header Information" indicating the inclusive first three ZIP code digits , followed by state name (abbreviated two-letter code) . For example, DISTRICT (DIS) Pittsburg, PA, reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburg letter bundle(s), although the mail may bear a West Virginia State address. 'Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburg, PA, ZIP code sequence.

(3) Mail is processed by the USPS according to ZIP codes that do not always adhere to state boundaries. For example, mail addressed to Wheeling, WV, bears ZIP code 260- , which falls within the Pittsburg ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburg post office. Thus, routing by ZIP code rather than state is proper.

(4) Ten or more letters warrant preparation of a state package. Use the Orange "S" pressure-sensitive **label** to indicate the content is a state letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the pressure-sensitive Label "Orange S" are distributed to a predesignated ADC by the USPS, thereby maintaining the ADC concept.

f. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with a through e, above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A, 1B, or 1C cannot be made, group the first digits in accordance-with Table 5, Rules 2A, 2B, or 2C.

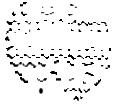
When the volume is insufficient for preparation of mixed state letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed letter bundle.

2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923, Postal Operations Manual (reference (b)), and this handbook. Place special delivery and certified letters on top of appropriate letter or flats bundles with the postage (stamps or meter tapes) exposed.

3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must "determine the volume of mail that is being generated according to the first three digits of ZIP codes. **Sortation** of letter mail by these first three digits is accomplished after five-digit distribution in accordance with paragraphs 1a, b, and c has been accomplished.

4. The ultimate in sortation to the first three-digits is preparation of letter bundles to a designated Area Distribution Center (**ADC**). Table 1 shows the ADCs that process letter mail according to the first three-digits sortation. For example, DIS JFK NY 003 is the **ADC** for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle and is identified as such by affixing the black pressure-sensitive label "A." In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

5. Table 2 shows the USPS design of **a** letter **case** used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training and total implementation is limited.
6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a state distribution according to the first three digits. Using Alabama **as** an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and **would** be distributed into a single pouch and labeled **to** DIS Birmingham, AL 350-.
7. Table 4 is **a** standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant ADC distribution shown in Table 1, the **letters are** added **to** this case. When constructing letter cases, ensure space is provided for letter bundles prepared in accordance with paragraphs la, b, and c, above, in addition to the three-digit distributions.
8. Table 5 provides the rules for preparation of letter bundles by **small postal** activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the **rule** for pouching and labeling letter mail according to the first digit of the ZIP code. Only a few MPOS prepare sufficient volume of letter bundles for preparation **of** pouches in accordance with Table 1 or 3; thus, letter


bundles prepared are primarily distributed to pouches according to the first digit of the ZIP code in accordance with rules provided in Table 5.

9. MPO-addressed mail originating within a theater for delivery within the same theater shall be distributed and dispatched in accordance with instructions issued by Directors of Postal Operations within the command. MPOS aboard ships should bundle such mail separately, **label it "Military Working,"** and dispatch it to the nearest serving Military Post Office/Fleet Mail Center (**MPO/FMC**).

APPENDIXA, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION),
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
005,110-111,113-119	DIS JFK NY 003
006-009	SCF SAN JUAN PR 006
010-016	DIS SPRINGFIELD MA 010
017-026,055	DIS BOSTON MA 021
027-029	SCF PROVIDENCE RI 028
030-034.038-039	DIS MANCHESTER NH 030
040-049	DIS PORTLAND ME 040
03>037,050-054,056 -059	DIS WHITE RVR JCT VT 050
060-069	DIS HARTFORD CT 060
070-079,088-089	DIS NEWARK NJ 070
080-087	DIS SOUTH JERSEY NJ 080
100-104,112	NEW YORK NY 100
004,105-109,127	DIS WESTCHESTER NY 105
120-126,128-129	DIS ALBANY NY 120
130-139	DIS SYRACUSE NY 130
140-149	DIS BUFFALO NY 140
150.-168,260	DIS PITTSBURGH PA 150



APPENDIX A , TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
<u>169-178</u>	DIS HARRISBURG PA 170
<u>179-196</u>	DIS PHILADELPHIA PA 190
<u>197-199</u>	DIS WILMINGTON DE 197
<u>200-205</u>	WASHINGTON DC 200
<u>206-219,254,267</u>	DIS BALTIMORE MD 210
<u>220-229</u>	DIS NORTHERN VA 220
<u>230-239</u>	DIS RICHMOND VA 230
<u>240-249</u>	DIS ROANOKE VA 240
<u>250-253,255-259</u>	DIS CHARLESTON WV 250
<u>261-266,268</u>	DIS CLARKSBURG WV 263
<u>270-279</u>	DIS GREENSBORO NC 270
<u>280-289</u>	DIS CHARLOTTE NC 280
<u>290-299</u>	DIS COLUMBIA SC 290
<u>300-309,311</u>	DIS ATLANTA GA 300
<u>310, 312-319</u>	DIS MACON GA 310
<u>320-326</u>	DIS JACKSONVILLE FL 320
<u>330-334,340</u>	DIS MIAMI FL 330

APPENDIX A, TABLE 1--COMPLETE "ADC" Distribution (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
327-329,335-339	DIS TAMPA FL 335
3 50-359	DIS BIRMINGHAM AL 350
360-368	DIS MONTGOMERY AL 360
370-374,376-379	DIS NASHVILLE TN 370
375,380-386,723	DIS MEMPHIS TN 380
369,387-397	DIS JACKSON MS 390
400-409,411-427,471	DIS LOUISVILLE KY 400
430-439	DIS COLUMBUS OH 430
440-449	DIS CLEVELAND OH 440
410,450-459,470	DIS CINCINNATI OH 450
460-469,472-479	DIS INDIANAPOLIS IN 460
480-489	DIS DETROIT MI 481
490-497	DIS GRAND RAPIDS MI 493
500-508,520-528,612	DIS DES MOINES IA 500
498-499,530-539,541-545, 549	DIS MILWAUKEE WI 530
540,546 -548,550-551,556-559	DIS ST PAUL MN 550
553-554,%0-564,566	DIS MINNEAPOLIS MN 553





APPENDIX A , TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
57 0-577	DIS SIOUX FALLS SD 570
565,567,580-588	DIS FARGO ND 580
590-599,821	DIS BILLINGS MT 590
600-603,610-611,613-616	DIS NORTH SUBN IL 600
606	CHICAGO IL 606
604-605,609,617-619	DIS NORTH SUBN IL 608
620-639,654-655	DIS ST LOUIS MO 630
640-653,656-668	DIS KANSAS CITY MO 640
669-679,739	DIS WICHITA KS 670
510-516,680-693	DIS OMAHA NE 680
700-708	DIS NEW ORLEANS LA 700
710-714	DIS SHREVEPORT LA 710
716-722,724-729	DIS LITTLE ROCK AR 720
730-732,734-738	DIS OKLAHOMA CITY OK 730
740-749	DIS TULSA OK 740
750-759	DIS DALLAS TX 752
760-769,790-799	DIS FT WORTH TX 760

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POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
770-778	DIS HOUSTON TX 770
733,779-789	DIS SAN ANTONIO TX 780
800-816	DIS DENVER CO 800
820,822-828	DIS CHEYENNE WY 820
832-834,836-837,979	DIS BOISE ID 836
829-831.840-847.893.898	DIS SALT LAKE CITY UT 840
850-865	DIS PHOENIX AZ 852
870-884	DIS ALBUQUERQUE NM 870
890-891,894-897	DIS LAS VEGAS NV 890
900	LOS ANGELES CA 900
902-918	DIS LAX-A CA 900
920-935	DIS LAX-B CA 901
940-949	DIS SAN FRANCISCO CA 940
936-939,950-961	DIS SAN FRANCISCO CA 942
967-969	DIS HONOLULU HI 967
970-978,986	DIS PORTLAND OR 970
835,838,980-985,988-994	DIS SEATTLE WA 980
995-999	DIS SEA-TAC 980

TABLE 2 ADC LETTER CASE (PRIMARY)													
DIS SAN JUAN PR	NEW YORK NY	IDIS WILMINGTON	IDIS ATLANTA GA	IDIS NASHVILLE TN	IDIS INDIANAPOLIS	IDIS BILLINGS MT	IDIS NEW ORLEANS	IDIS CHEYENNE	IDIS SAN FRANCISCO				
006	100	DE 197	300 I	370	IN 460	590	LA 700	NY 820	CA 924				
006-009	100-104,112	I 197-199	300-309,311	370-374	460-469	590-599,821	700-708	820,822-8281	936-939				
DIS SPRINGFIELD			376-379	472-479			IDIS SHREVEPORT	IDIS BOISE ID	950-961				
MA 010	I						LA 710	836					
010-016							I 710-714	832-834,	I				
								836-837,9791					
DIS BOSTON MA	IDIS WESTCHESTER	WASHINGTON DC	IDIS MACON GA	IDIS MEMPHIS TN	IDIS DETROIT MI	IDIS N. SUBN IL	IDIS LITTLE	IDIS SALT	SCF HONOLULU				
021	NY 105	200	310	380	481	600	ROCK	LAKE CITY	HI 967				
017-026,055	1004,105-109,127I	200-205	310,312-319	375,380-386	480-489	600-603,	AR	720	UT 840	967-969			
	IDIS JFK NY00300			723		610-611	716-722	829-831,	I				
	005,110-111	I				613-616	724-729	840-847,8931					
	113-119							898					
									IDIS PHOENIX ID IS PORTLAND OR I				
								AZ 8521	970				
								850-865	970-978,986				
SCF PROVIDENCE	IDIS ALBANY NY	IDIS BALTIMORE	IS JACKSON- VILLE FL 320)1s JACKSON MS 390	IDIS GRAND RAPIDS MI 493	CHICAGO IL 606	IDIS OKLAHOMA CITY	IDIS ALBU- QUERQUE	IDIS SEATTLE WA I				
RI 028	120	MD 210	320-326	369,387-397	490-497	606	OK 730	NM 870	835,838,980-985				
027-029	120-126	I 206-219,254,					730-732	870-884	988-994				
	128-129	267					734-738						
DIS MANCHESTER	IDIS SYRACUSE				IDIS DES MOINES		IDIS TULSA	IDIS LAS					
NH 030	NY 130	I			IA 500	I	OK 740	I VEGAS NV 890					
030-034,038-	130-139				500-508,520-	1	740-749	1890,891					
0 3 9					528, 612	I		1894-897					
DIS PORTLAND ME	IDIS BUFFALO NY	IDIS NORTHERN I	IDIS MIAMI FL	IDIS LOUISVILLE	IDIS MILWAUKEE	IDIS N. SUBN LL	IDIS DALLAS TX	IDIS LOS ANGELES	IDIS SEA-TAC				
040	140	VIRGINIA	330	KY 400	WI 530	608	752	CA 900	980				
040-049	140-149	VA 220	330-334,340	I 400-409,	498-499, 530-	604-605,609,	750-759	900	995-999				
		220-229		I 411-427,471	539,541-545,549/	617-619							
DIS WHITE RIV		IDIS RICHMOND											
JCT VT 050	I	VA 230	I										
035-037,050-	I	230-239	I										
054,056-059	I		I										
DIS HARTFORD	IDIS PITTSBURGH	IDIS ROANOKE	IDIS TAMPA FL	IDIS COLUMBUS OH	IDIS ST PAUL MN	IDIS ST LOUIS	IDIS FT WORTH	IS LAX-A					
CT 060	PA 150	I VA 240	335	430	550	MO 630	TX 760	CA 900					
060-069	150-168,260	I 240-249	327-329	I 430-439	I 540,546-548	I 620-639	I 760-769	902-918	I				
		101s CHARLESTON	I 335-339		I 550-551 556-5591	I 654-655	I 790-799						
		WV 250	I										
		250-253	I										
		I 255-259	I										
DIS NEWARK NJ	IDIS HARRISBURG	IDIS CLARKSBURG	IDIS BIRMINGHAM	IDIS CLEVELAND	IDIS MINNEAPOLIS	IDIS KANSAS CITY	IDIS HOUSTON	IDIS LAX-B					
070	PA 170	I WV 263	AL 350	OH 440	MN 553	MO 640	TX 770	CA 901					
070-079	169-178	I 261-266 268	I 350-359	I 440-449	I 553-554 56 0-564	I 640-653 656-	I 770-778	I 920-935	I				
088-089		IDIS GREENSBORO			I 566	I 668	IDIS SAN						
		NC 270	I				I ANTONIO						
		I 270-279	I				TX 780	I					
			I				I 733,779-789	I					
DIS SOUTH JER-	IDIS PHILADEL-	I DIS CHARLOTTE	ID IS MONTGOMERY	IDIS CINCINNATI	ID IS SIOUX FALLS	ID IS WICHITA KS	IDIS DENVER	IDIS SAN					
SEY NJ 080	PHIA PA 190	NC 280	AL 360	OH 450	SD 570	670	CO 800	FRANCISCO					
080-087	179-196	I 280-289	I 360-368	I 410,450-459	I 570-577	I 669-679,739	I 800-816	CA 940					
		IDIS COLUMBIA	I	I 470	IDIS FAROG ND 580	IDIS OMAHA NE	I 940-949	I					
		SC 290	I		I 565,567,	I 680							
		I 290-299	I		I 580-588	I 51 0-5L6							
			I			I 680-693							

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

State of Sequence	Three-Digit ZIP Code	Prepare letter bundles as state directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as state direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.
AL	350 - 369	DIS BIRMINGHAM AL 350
AK	995- 999	DIS SEA-TAC 980
AZ	850 - 865	DIS PHOENIX AZ 852
AR	716 - 729	DIS LITTLE ROCK AR 720
CA	900 - 966	DIS SAN FRANCISCO CA 940
CO	800 - 816	DIS DENVER CO 800
CT	060 - 069	DIS HARTFORD CT 060
DE	197 - 199	SCF WILMINGTON DE 197
Wash DC	200 - 205	DIS WASHINGTON DC 200
FL	320 - 340	DIS JACKSONVILLE FL 320
GA	300 - 319	DIS ATLANTA GA 300
HI & Pac I	967 - 969	SCF HONOLULU HI 967
ID	832 - 838	DIS BOISE ID 836
IL	600 - 629	DIS NORTH SUBURBAN IL 600
IN	460 - 479	DIS INDIANAPOLIS IN 460
IA "	500 - 528	DIS DES MOINES IA 500
KS	660 - 679	DIS WICHITA KS 670
KY	400 - 427	DIS LOUISVILLE KY 400
LA	700- 714	DIS NEW ORLEANS LA 700
ME	040 - 049	DIS PORTLAND ME 040
MD	206 - 219	DIS BALTIMORE MD 210
MA	010 - 026	DIS BOSTON MA 021
MI	480 - 499	DIS DETROIT MI 481
MN	550 - 567	DIS ST PAUL MN 550
MS	387 - 397	DIS JACKSON MS 390





APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

State of	Three-Digit ZIP Code Sequence	Prepare letter bundles as state directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as state direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.
MO	630 - 658	DIS ST LOUIS MO 630
MT	590 - 599	DIS BILLINGS MT 590
NE	680 - 693	DIS OMAHA NE 680
NV	890 - 898	DIS LAS VEGAS NV 890
NH	030 - 039	DIS MANCHESTER NH 030
NJ	070 - 089	DIS NEWARK NJ 070
NM	870 - 884	DIS ALBUQUERQUE NM 870
NY	090 - 149 105 - 111, 113 - 149	AMF KENNEDY NY 00300 AMF KENNEDY NY 00300
NC	270 - 289	DIS GREENSBORO NC 270
ND	580 - 588	DIS FARGO ND 580
OH	430 - 459	DIS COLUMBUS OH 430
OK	730 - 749	DIS OKLAHOMA CITY OK 730
OR	970- 979	DIS PORTLAND OR 970
PA	150 - 196	DIS PITTSBURGH PA 150
PR & VI	006 - 009	SCF SAN JUAN PR 006 When volume of letter bundles do not warrant direct pouch, dispatch with mail labeled to AMF KENNEDY NY 00300
RI	027 - 029	SFC PROVIDENCE RI 028
SC	290 - 299	DIS COLUMBIA SC 290
SD	570 - 577	DIS SIOUX FALLS SD 570
TN	370 - 386	DIS NASHVILLE TN 370
TX	750 - 799	DIS DALLAS TX 752
UT	840 - 847	DIS SALT LAKE CITY UT 840

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

State of	Three-Digit ZIP Code Sequence	Prepare letter bundles as state directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as state direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.
VT	050 - 059	DIS WHITE RIVER JCT VT 050
VA	220 - 246	DIS NORTHERN VA 220
WA	980 - 994	DIS SEATTLE WA 980
WV	247 - 268	DIS CHARLESTON WV 250
WI	530 - 549	DIS MILWAUKEE WI 530
WY	820 - 831	DIS CHEYENNE WY 820



APPENDIX A, TABLE 4--STANDARD THREE-DIGIT ZIP CODE LETTER CASE

010-026 1006-0091100-149 1200-205				300-319	1430-459	1570-577	1660-679	1800-816	1890-898	1980-994
(MA)	PR, VI)	(NY)	(WASH DC)	(GA)	(OH)	(SD)	(KS)	(CO)	(NV)	(WA)
028-029		1206-219		320-339	1460-479	1580-588	1680-693	1820-831	1900-961	1995-999
(RI)	I		(MD)	(FL)	(IN)	(ND)	(NE)	(WY)	(CA)	(AK)
030-038	1070-089	1220-246		350-369	1480-499	1590-599	1700-714	1832-838	I	
(NH)	I	(NJ)		(VA)	(AL)	(MI)	(MT)	(LA)	(ID)	
039-049		1150-196 [247-268	I	370-385	1500-527	1600-629	1716-729	1840-847	I	
(ME)	I	(PA)	I (wv)	(TN)	(IA)	(IL)	(AR)	(UT)	I	
050-059	I	1270-289	I	386-397	1530-549	I	1730-749	1850-865	1967-969	I
(VT)	I	(NC)	I	(MS)	(WI)	I	(OK)	(AZ)	(Hi)	I
060-069	I	1197-199 1290-299	I	400-427	1550-567	1630-658	1750-779	1870-884	1970-979	I (INTER-
(CT)	I	(DE)	I (Se)	(KY)	(MN)	(MO)	(TX)	(NM)	(OR)	NATIONAL
										(MAIL)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1A--MAIL ORIGINATING AT 09 XXX MILITARY POST OFFICES (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
IF VOLUME OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE S 1 OR 3	0	DIS BOSTON MA 021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS ATLANTA "GA 300
	4	DIS CINCINNATI OH 450
	5	DIS NORTH SUBURBAN IL 600
	6	
	7	DIS DALLAS TX 752
	8	DIS DENVER CO 800
	9	DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA)
		AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES) (IF VOLUME WARRANTS, MAIL FOR WA, AK, OR, & SEATTLE APO/FPO, LABEL TO DIS SEATTLE WA 980)





APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1B--MAIL ORIGINATING AT 96 XXX and 98 XXX MILITARY POST OFFICES (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
IF VOLUME OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLES 1 OR 3	0	DIS BOSTON MA 021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS ATLANTA GA 300
	4	DIS CINCINNATI OH 450
	5	SEE FIRST DIGIT 6 AND 9 BELOW
	6	DIS NORTH SUBURBAN IL 600 (PLUS STATES OF IA, MN, AND WI)
	7	DIS DALLAS TX 752
	8	DIS DENVER CO 800
	9 EX:CA	DIS SEATTLE WA 980 (PLUS MAIL FOR THE STATES OF ND, SD, AND MT)
		AMF SAN FRANCISCO CA 94001 (MAIL FOR THE STATE OF CALIFORNIA ONLY ZIP 900-966)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
IF VOLUME OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLES 1 OR 3	0	DIS BOSTON MA 021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS MIAMI FL 330
	4	DIS CINCINNATI OH 450
	5	DIS NORTH SUBURBAN IL 600
	6	
	7	DIS HOUSTON TX 770
	8	DIS DENVER CO 800
	9	AMF SAN FRANCISCO CA 94001



APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2A & 3A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

R U L E IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF A POUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBUTION IN ACCORDANCE WITH RULE 1A, THIS TABLE	0 1 2 3 & 7 4 5 6 8 & 9	AMF KENNEDY NY 00300 DIS ATLANTA GA 300 DIS NORTH SUBURBAN IL 600 DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA) AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)
3A INSUFFICIENT FOR RULE 2A	ALL ZIP CODES	AMF KENNEDY NY 00300

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2B & 3B--MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

R U L E IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF A POUCH OR 10 POUNDS) DOES NOT WARRANT DI STRIBU-	0 1 2 3 & 7	AMF KENNEDY NY 00300
2B TION IN ACCORDANCE WITH RULE 1B, THIS TABLE	4 & 6 PLUS STATES OF MN, WI, IA	DIS DALLAS TX 752
	8 & 9 PLUS STATES OF ND, SD, MT	DI S NORTH SUBURBAN IL 600
		DI S SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
		AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO)
(NOTE:)		IN THE EVENT THAT OVERSEAS FLIGHTS SERVE SEATTLE WA ONLY. ALL FIRST DIGIT ZIP CODE MAIL WILL BE ROUTED TO DIS SEATTLE WA 980. WHEN SAN FRANCISCO CA ONLY IS SERVED, MAIL WILL BE ROUTED TO AMP SAN FRANCISCO CA 94001 DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
3B INSUFFICIENT FOR RULE 2B , ABOVE	ALL ZIP CODES	AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO CA 94001)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2C & 3C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

R U L E IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF A POUCH OR 10 POUNDS) DOES NOT WARRANT DIS TRIBU-	0 1 2	DIS WASHINGTON DC 200
2 C TION IN ACCORDANCE WITH RULE 1C , THIS TABLE	3 & 7	DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX) DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL)
	4 5	DIS NORTH SUBURBAN IL 600
	8 & 9	DIS DENVER CO 800
3C INSUFFICIENT FOR RULE 2C ABOVE	ALL ZIP CODES	DIS MIAMI FL 330

APPENDIX A , TABLE 6A--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

R U L E	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
		0		DIS BOSTON MA 021	PROPER DESTINATION
		1		AMF KENNEDY NY 00300	TAG/ LABEL IF
		2		DIS WASHINGTON DC 200	REQUIRED
I	PRIORITY	3	ORANGE	DIS ATLANTA GA 300	
		4			
		5	MAILBAGS	AMF O'HARE IL 60666	
		6			
		7		DIS DALLAS TX 752	
		8		AMF SAN FRANCISCO CA 94001	
		&		OR	
		9		DIS SEATTLE WA 980	

APPENDIX A, TABLE 6B--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 96xXX/98XXX MILITARY POST OFF: CES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

R	u	L	E	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX	PROPER DESTINATION
					0				
					&				
					1		AMF KENNEDY NY 00300		TAGS/LABELS IF
					4 & 6				REQUIRED
					PLUS STATES OF MN, WI, & IA		AMF O'HARE IL 60666		
					2 PLUS STATES OF				
					ND, SD, MT, WA, OR, AK	ORANGE	DIS SEATTLE WA 980		
					3, 7, 8, PLUS STATES OF	MAILBAGS		AMF SAN FRANCISCO CA 94001	
					CA.				

APPENDIX A , TABLE 6C--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL MAIL
ORIGINATING AT 09xxx/96XXX, 98xxx, and 340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE NOT AVAILABLE OR USED

R
U
L
E

	IF MAIL IS MARKED	AND MAIL ORIGI- NATES AT (MPO) (APO/FPO)	AND FIRST DIGIT OF ZIP CODE IS	AND ENTRY POINT IS	THEN SACK IN AND LABEL SACK TO	AND AFFIX
		NEW YORK 09 XXX	ALL ZIPS	NEW YORK NY	AMF KENNEDY NY 00300	
		SEATTLE 98xxx	0,1,2,4,5,6 &			
		SAN FRANCISCO 96 XXX	STATES OF WA, OR, & AK	SEATTLE WA	DIS SEATTLE WA 980 AMF SAN FRANCISCO CA 94001	PROPER
		SEATTLE 98XXX SAN FRANCISCO 96 XXX	3, 7, 8 & STATE OF CA	SAN FRANCISCO CA		
1	PRIORITY	SEATTLE 98XXX SAN FRANCISCO 96xx "	ALL ZIPS ¹	SEATTLE WA	ORANGE DI S SEATTLE WA 980	DESTINATION TAG/LABEL
		SEATTLE 98XXX SAN FRANCISCO XX	ALL ZIPS ¹	SAN FRANCISCO	MAILBAGS AMF SAN FRANCISCO CA 94001	
		MIAMI 340XX	A L L Z I P S	MIAMI FL	DIS MIAMI FL 330	

¹APPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.

APPENDIX A, TABLE 7A--MILITARY ORDINARY MAIL (MOM) --Military MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 09xxx/340xx MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED "MOM"	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
IN ADDITION To SECOND, THIRD, OR FOURTH CLASS		NEW YORK NY MC GUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP MOM	APPROPRIATE DESTI- NATION TAG (AIR- PORT CODEI) TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C
MARKINGS	GRAY MAILBAGS	CHARLESTON AFB SC MIAMI FL NORFOLK VA	DIS CHARLESTON SC 294 PP MOM DIS MIAMI FL 330 PP MOM DI S NORFOLK VA 235 PP MOM	

APPENDIX A, TABLE 7B--MILITARY, ORDINARY MAIL (MOM) --MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 96 XXX/98 XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX
" MOM"	GRAY		AMP SEATTLE WA 98158	APPROPRIATE DESTINATION TAG
IN ADDITION TO SECOND , THIRD, OR FOURTH CLASS	MAILBAGS	0 , 1 , 2 , 4 , 5 , 6 , & 9 EXCEPT STATE OF CA	PP MOM	(AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF RE- QUIRED BY APPEN- DIX C
MARKINGS		CA 3 , 7 , & 8	AMF SAN FRANCISCO CA 94001 PP MOM	

APPENDIX A , TABLE 8A--PARCEL AIRLIFT MAIL (PAL) --ORIGINATING AT 09XXX/ 340XX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	AMF KENNEDY NY 00300 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
PAL	RED	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP PAL	NATION TAG (AIRPORT CODED TAG)
	MAILBAGS	MIAMI FL	DIS MIAMI FL 330 PP PAL	IF REQUIRED BY
	SEPARATE	NORFOLK VA	DIS NORFOLK VA 235 PP PAL	APPENDIX C
	FROM SAM			

APPENDIX A, TABLE 8B--PARCEL AIRLIFT MAIL (PAL) --ORIGINATING AT 96 XXX/ 98 XXX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX
PAL	RED	0 , 1 , 2 , 4 , 5 , 6 , & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
	MAILBAGS	CA 3 , 7 , & 8	AMF SAN FRANCSCO CA 94001 PP PAL	NATION TAG IF REQUIRED BY

APPENDIX A, TABLE 9A-- SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 09xxx/340xx MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE APB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP SAM	APPROPRIATE DESTI- NATION TAG/LABEL
ENTITLED	RED	CHARLESTON APB SC	DIS CHARLESTON SC 294 PP SAM	IF REQUIRED BY
TO	EQUIPMENT	MIAMI FL	DIS MIAMI FL 330 PP SAM	APPENDIX C
SAM		NORFOLK VA	DIS NORFOLK VA 235 PP SAM	
SERVICE				

APPENDIX A , TABLE 9B--SPACE AVAILABLE MAIL (SAM) --ORIGINATING AT 96 XXX/98 XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX APPROPRIATE DESTI-
ENTITLED TO SAM	RED MAILBAGS	0 , 1 , 2 , 4 , 5 , 6 , & 9 <u>EXCEPT STATE OF CA</u>	AMF SEATTLE WA 98158 PP SAM	NATION TAG (AIR- PORT TAG) FOR
SERVICE	CA 3 , 7 , & 8		AMP SAN FRANCISCO CA 94001 PP SAM	ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C

APPENDIX A , TABLE 10--SMALL PARCELS AND ROLLS (SPRS)--PAID AT THE FIRST-CLASS RATE OF POSTAGE--
MAIL ORIGINATING AT MILITARY POST OFFICES (APO/FPO)

IF CONTENT IS 1/3 OF A POUCH	THEN SACK IN ORANGE MAILBAGS ,	AND LABEL IN THE SAME MANNER AS LETTER MAIL	AND AFFIX PROPER DESTINATION
OR 10 POUNDS FOR	POUCHED		TAG/LABEL IF RE-
A SPECIFIC FIRST	SEPARATELY FROM		QUIRED BY APPEN-
DIGIT ZIP CODE	LETTER MAIL		DIX C
INSUFFICIENT VOLUME FOR DI STRI- BUTION AS ABOVE	ORANGE MAILBAGS ,	IN THE SAME MANNER AS LETTER MAIL	PROPER DESTINATION
	POUCHED		TAG/LABEL IF RE-
	LETTER MAIL		QUIRED BY APPEN-
			DIX C

APPENDIX A, TABLE 11 -SURFACE MAIL

MA IS	THAT CONSIST OF	THEN SACK	WHEN ENTRY POINT IS	THEN LABEL SACK TO
	THIRD AND FOURTH- CLASS PERSONAL PAR- CEL MAILINGS , BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAM OR PAL SERVICE AT TIME OF ORIGINAL MAILING	IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CON- TAINERS . WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DIS- PATCH AS SAM	NEW YORK	FOREIGN CENTER 099 PP
			CHARLESTON SC	DIS CHARLESTON SC 294 PP
PERSONAL	AND/OR			DIS OAKLAND CA 945
OR	OFFICIAL INDICIA OR OFFICIAL METERED		SAN FRANCISCO CA	PP
OFFICIAL	PARCELS BEARING THE FOLLOWING MARKINGS : THIRD CLASS FOURTH CLASS		SEATTLE WA	DIS SEATTLE WA 980 PP
			MIAMI FL	DIS MIAMI FL 330 PP
			HAWAII	PP
			ALASKA	DIS ANCHORAGE AK 995 PP
			NORFOLK VA	DIS NORFOLK VA 235 PP

APPENDIX A, TABLE 12--OFFICIAL DIRECTS AND COMMAND POUCH SERVICE

IF MAIL IS,	AND ADDRESSED TO	THEN LABEL SACK TO	SPECIAL INSTRUCTIONS
OFFICIAL	DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301	WASHINGTON DC' 20301 OFL DOD PENTAGON	THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED
	DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310	WASHINGTON DC 20310 OFL HQ ARMY PENTAGON	
	HQ US AIR FORCE ACTIVITIES WITH ZIP CODE 20330	WASHINTON DC 20330 OFL HQ USAF PENTAGON	
	CNO (NAVY Activities) WITH ZIP CODE 20350	WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON	
	STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520	WASHINGTON DC 20520 OFL DEPT OF STATE	SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM:
	US ARMY FIN & ACCT CTR WITH ZIP CODE 46249	INDIANAPOLIS IN 46249 OFL FIN CEN USA	DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION) AND ZIP CODE
	US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279	DENVER CO 80279 OFL AFFAC/DAAC	CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION
	US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197	KANSAS CITY MO 64197 OFL FIN CEN USMC	
	US NAVY FIN & ACCT CTR WITH ZIP CODE 44199	CLEVELAND OH 44199 OFL FIN CEN USN (0111)	
	SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES	SEE SPECIAL INSTRUCTIONS, COLUMN D, THIS TABLE	

APPENDIX A , TABLE 13--REGISTERED MAIL

IF MAIL IS	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
REGISTERED	<u>NEW YORK NY</u>	<u>AMF KENNEDY NY 00300</u>	
	<u>MCGUIRE AFB NJ</u>	<u>REGISTERED</u>	
	<u>DOVER AFB DE</u>	<u>DIS PHILADELPHIA PA 190</u>	
		<u>DIS CHARLESTON SC 294</u>	USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY
	<u>CHARLESTON AFB SC</u>	<u>REGISTERED</u>	
		<u>AMF SAN FRANCISCO CA</u>	APPENDIX C
	<u>SAN FRANCISCO CA</u>	<u>94001</u>	
		<u>REGISTERED</u>	
		<u>DIS SEATTLE WA 980</u>	
	<u>SEATTLE WA</u>	<u>REGISTERED</u>	
		<u>SCF HONOLULU HI 967</u>	
	<u>HAWAII</u>	<u>REGISTERED</u>	
		<u>DIS ANCHORAGE AK 995</u>	
	<u>ALASKA</u>	<u>REGISTERED</u>	
		<u>DIS HOUSTON TX 770</u>	
	<u>HOUSTON TX</u>	<u>REGISTERED</u>	
		<u>DIS MIAMI FL 330</u>	
	<u>MIAMI FL</u>	<u>REGISTERED</u>	
		<u>DIS NORFOLK VA 235</u>	
	<u>NORFOLK VA</u>	<u>REGISTERED</u>	
